

# 13.5 KPI Target

## 13.5.1 Navigation to KPI Target

- Open the sidebar and click on 'CWIS IMS' to expand.
- Select the KPI Target.

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- This redirects to the KPI Target page.

### Overview:

- The KPI Target Page lists all the attribute records stored in the module and provides different Filters, Actions and Tools that can be used according to the requirements. For more details (refer to section 5 Filters, section 6 Actions and section 8 Tools).

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Figure 13-7 List KPI Target

## 13.5.2 Add KPI Target

- Click on the '**Add KPI Target**' button.

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- This redirects to the Add KPI Target form page.

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Figure 13-8 Add KPI Target

- After filling out the form click Save and make sure a pop-up message is displayed, refer to section 7.1 Save for more details.
- If a mandatory field is left out or any form failed validation during the form submission a validation message box will be prompted, refer to section 7.2 Validation Message Box for more details.

Overview:

- The Add KPI Target page consists of information that is explained below:
- Indicator – The user must choose Indicator which is available in options from the dropdown
- Year- The year that indicator was used (Do not use the same year more than once for the same indicator)
- Target (%)- The annual target set for the selected indicator.

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